Geospatial Data Management Standards and Procedures
Supporting the Exchange and Replicating of Geospatial Data

Appendix C
VGIS Data Warehouse - Add/Update Checklist   VERMONT

Data Layer: _____
Location of Master: _____
Master Format: (COV/SHP/GRID/PGDB/EGDB/FGDB**)**
Tile Schema: _____   **Date:** _____   **Filled out by:** _____

____   Identify data layer properties (features)   ___ tiled data?
    ___ polygons   ___ arcs/polylines
    ___ points   ___ raster
    ___ annotation   ___ routes
    ___ lookup tables?

____   **If** new, assign theme category (ex: Transportation – Roads). Refer to VGIS Theme Categories
_____ _____Theme

____   **If** new, assign full layer name (feature dataset) and feature class name(s)
_____FeatureDataset_Name (ex: EnvironHazmat_HAZSITES)
_____   FeatureClass_Name (ex: Environ_HAZSITES_point)
_____   FeatureClass_Name

____   **Load layer into Enterprise (ArcSDE) or File Geodatabase**
    ____   If existing layer exists archive it first
    ____   Create Feature dataset (FDS) in "staging" geodatabase (eg: GDB_DDev or GDB_Temp.gdb)
    ____   Load features (poly,line,point,route, raster) into FDS
    ____   Copy newly loaded layer from staging geodatabase to production geodatabase: GDB_<Org> (eg: GDB_ANR).

____   **Create/Update metadata**
    ___ Create/Update master TXT file. Added "Process Step" entry.
    ___ Load metadata into geodatabase (associate with Feature dataset <u>not</u> Feature class).
    ___ Generate HTML/XML files.

____   **Level I nodes:** Submit copy of data in File Geodatabase format to VCGI

____   **Level II nodes:**
    ____   If data needs to be pre-packaged (you can normally skip this step), Zip and Post data (**shapefile**) for download (\layers_<org>\PrePackaged_Shapefiles). If layer already exists on web server archive it first.
    ____   If you have ArcIMS, register layer with ArcIMS (DATAWARE_<Org> service) if this is a **new** layer, *otherwise skip this step*
       ____   Refresh ArcIMS service

____   **Notify** VCGI that data has been Updated or is New
    ___ Send email to dba@vcgi.org with the following information
       - Layer_name
       - Post_Date (date when the data was actually posted to the linked server)
       - Last_Update_Date (last date the data was actually updated/revised – can be different from post_date)
       - URL to ZIP and metadata

____   **Verify** that the data and metadata are accessible from VCGI's website (if it's a new layer you'll need to wait for VCGI to update the VGIS Data Warehouse Cataloging database) http://www.vcgi.org/dataware

____   File this checklist